

PROJECT REVIEW TEAMS

MEMORANDUM

FROM Samuel C. Whitehead

Project Engineers

Bureau of Special Engineering

SUBJECT Readvertisement Documents DATE 2-15-80 TELEPHONE NO. 4-2065

In order to alleviate bid table problems, Readvertisements shall contain the following:

- 1) A complete new Proposal in Salmon Paper, incorporating all previous changes in the Proposal effected by addendum issued under the previous advertisement(s). The words "READVERTISEMENT PROPOSAL" shall appear on each sheet of the 1st readvertisement; the words "2nd READVERTISEMENT PROPOSAL" on the second, etc., etc.

Changes in the Readvertisement Proposals shall follow the same page color pecking order as we always followed, i.e., PINK, YELLOW, BLUE, GREEN, for Proposal Changes.

(See sample Proposal)


- 2) The accompanying Addendum for the first readvertisement shall be entitled "READVERTISEMENT ADDENDUM NO. 1", and shall be so noted on each sheet; following addendum shall be entitled "2nd READVERTISEMENT ADDENDUM NO. 1", etc., etc.

The text of the above referenced Addendum shall contain:

- a) A list of all active previously issued addendum, in whole or in part.
- b) Exceptions to the texts of the addendum named in (a) above for the partial active previously issued addenda.
- c) A list of the voided addenda previously issued.
- d) The list in (a) above shown on the ACKNOWLEDGEMENT, upper right.
(See sample.)

"READVERTISEMENT PROPOSAL" designations will have to be put on the new salmon colored proposal on a job-by-job basis. "READVERTISEMENT ADDENDUM" format copies will be in the "Standard Forms and Format File". See samples and pass on to the next Project Review Team.

This system is applicable to all projects readvertised from this office. Any questions, see me.


Samuel C. Whitehead

SCW:vh